

MAINTENANCE SUPERINTENDENT

DISTINGUISHING FEATURES

The fundamental reason the Maintenance Superintendent exists to plan, organize and supervise vehicle and equipment maintenance operations within the Fleet Management Division of the Municipal Services Department; and to perform a variety of technical tasks related to vehicle and equipment maintenance. This classification provides direct supervision to Equipment Service Writers and Equipment Maintenance Crew Chiefs and indirect supervision over the Equipment Mechanics. Work is performed under general supervision by the Fleet Management Director. Maintenance Superintendent is distinguished from Equipment Maintenance Crew Chief by the former's broader scope of responsibility over the equipment maintenance operations.

ESSENTIAL FUNCTIONS

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for vehicle and equipment maintenance; implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in equipment maintenance.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget requests; monitor and control expenses.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Inspect work in process and completed work for compliance with policies, procedures and standard trade practices.

Answer questions and provide information to other departments regarding vehicle and equipment maintenance activities; investigate complaints and recommend corrective action as necessary to resolve complaints.

Assist and advise mechanics in the performance of mechanical repairs as required; oversee the diagnoses and location of mechanical difficulties on automobiles, trucks, and a variety of diesel and gasoline powered maintenance and construction equipment; determine extent of necessary repairs.

Supervise the operation and maintenance of the computerized equipment management system; develop and implement system procedures; ensure efficient and timely maintenance of vehicles.

Establish preventive maintenance programs and schedules equipment for service; serves as contact for client departments.

Coordinates work performed by outside vendors.

Assists in managing vehicle replacement program.

Direct the operation of the vehicle emission control program.

Maintain work, time and material records.

Act as Fleet Director in the Fleet Director's absence.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Current safety practices, repair, preventive maintenance and inspection methods and practices. Test equipment and tools used in the repair and maintenance of light duty automotive or heavy-duty vehicles and mobile equipment.

Fleet maintenance management practices, procedures and standards sufficient to oversee the maintenance operation for equipment and machinery requiring the monitoring of multiple conditions and making multiple, complex and rapid adjustments, such as engine diagnostic equipment, city vehicles and heavy equipment.

Hydraulics, electrical systems, air brakes, air operated accessories, welding and fabricating, as well as engine, transmission and drive train repair.

Ability to:

Implement the goals, objectives and directives of the Director in a positive manner.

Perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Implement decisions based on such data, and overseeing the execution of these decisions.

Train subordinate staff in the work principles, policies and/or procedures to maintain and/or improve the production levels of employees in accordance with established work performance standards.

Review and compare work performance and/or products of subordinate staff with established standards to determine employee production levels, training needs and to recommend to agency management appropriate personnel actions.

Plan, organize, assign and direct the work activities of subordinate staff to realize the unit's work goals and to ensure the consistent application of unit and/or technical policies, procedures and guidelines.

Utilize an automated fleet management information system to record work performed and to look up vehicle data.

Communicate effectively with users, service writers and other mechanics.

Education & Experience

Any combination of training, education and/or experience equivalent to eight years of increasingly responsible experience in vehicle and equipment maintenance and repair, including three years supervisory responsibility. Must possess or be able to obtain a valid Arizona Drivers License with no major driving citations in the last 39 months for all driving positions.

FLSA Status: Exempt

HR Ordinance Status: Unclassified